NATIONAL FIRE PLAN OPERATIONS AND REPORTING SYSTEM (NFPORS)

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INTRODUCTION

This document provides instructions for how to use the National Fire Plan Reporting and Operations System (NFPORS) hazardous fuels module. This module is designed to assist you with managing and reporting on hazardous fuels work done under the auspices of the National Fire Plan.

BACKGROUND

At the onset of the National Fire Plan, the wildland fire agencies identified the need for tools to assist them in capturing and reporting accomplishments. While each Agency had some mechanisms in place to meet the accountability requirements, the Agencies did not have an overarching system capable of providing sufficient analysis and reporting functionality. Instead, each organization relied on a variety of disparate mechanisms for tracking and reporting hazardous fuels accomplishments.

In order to provide a single, unified inter-Agency system, the Department of Interior teamed with the Forest Service to develop NFPORS. The system will collect data in the areas of restoration and rehabilitation, hazardous fuels reduction, and community assistance. The hazardous fuels module will be rolled out first, followed by the restoration and rehabilitation and community assistance modules.

The goal of NFPORS is to provide enhanced intelligence about the inter-agency effort to carry out the mandates of the National Fire Plan. By providing leadership in both agencies with improved access to information, it is expected to reduce the burden on the field caused by data calls.

CONTACTS

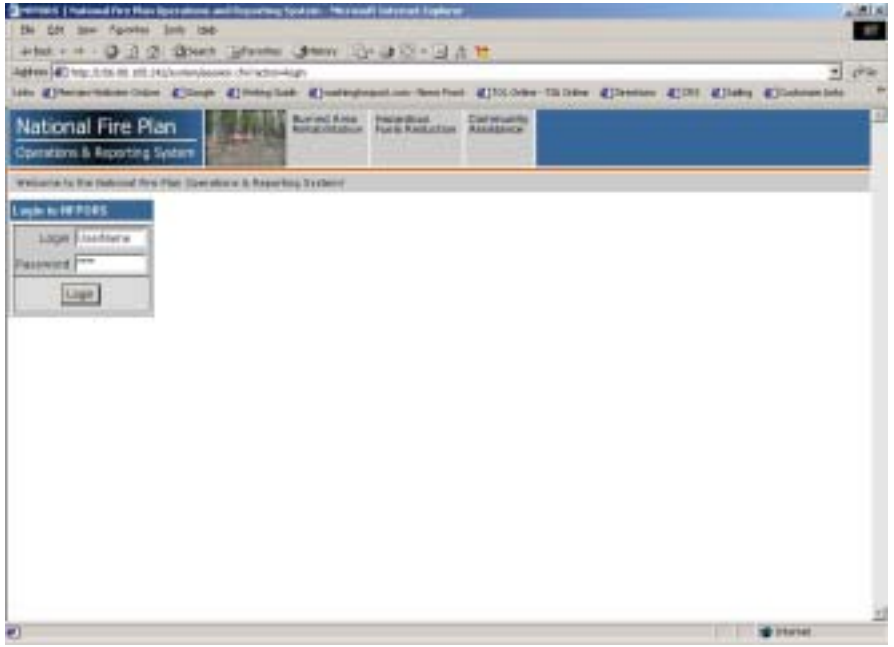
The NFPORS project is being led by Russell Berry (USGS) and Peter Bedker (USFS) with support of contractors Booz Allen Hamilton.

To receive assistance please contact your regional NFPORS point of contact. This list may be obtained by emailing Russell Berry at rberry@usgs.gov.

LOGIN

The first step in using NFPORS is logging onto the system.

To login enter your Login Name and Password and click the ***Login*** button.

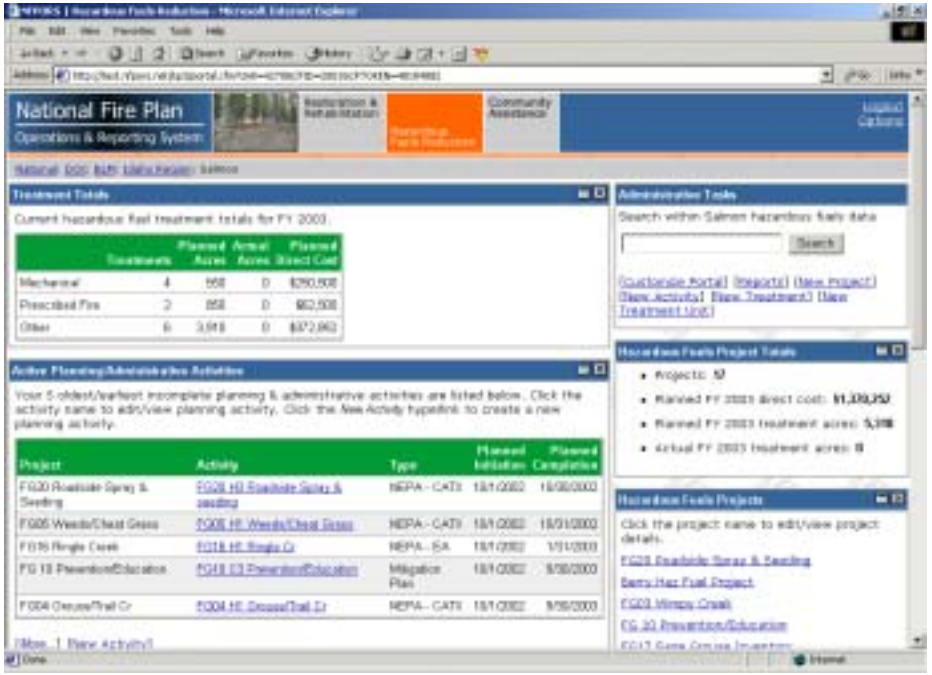


After you click login, the system will load the NFPORS Portal Page. To learn more see the **Portal Page** section of this document.

NOTES:

PORTAL PAGE

The portal page serves as the main gateway for accessing all of NFPORS' functionality.



From the portal page you may click a link to:

- Create new projects
- Add planning tasks
- Add hazardous fuels treatments
- View accomplishments for your unit

The navigation bar at the top of the screen provides access to the other NFPORS modules (Burned Area Rehabilitation and Community Assistance) as well as displays the organizational hierarchy. The portal will display information for your unit only. For example, a Forest Service user from the Cibola forest will only see data pertaining to his or her forest. Likewise a BIA user from the Red Lake Agency will only see data for his or her unit.

You may return to the Portal at any time by clicking on your unit's name in the organizational hierarchy.

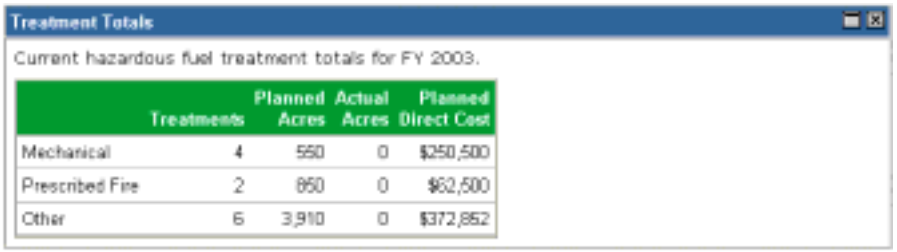
The following section contains detailed information about the contents of the Portal page.

NOTES:

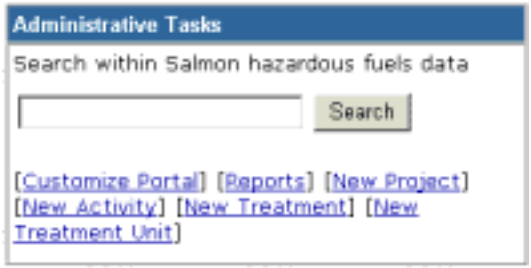
MORE ABOUT THE PORTAL PAGE – PORTLETS

The Portal Page consists of a series of subject-area focused rectangles called **Portlets**. The NFPORS hazardous fuels module has seven portlets:

1. **Treatment Totals** – lists total accomplishments by treatment type (i.e., mechanical, prescribed fire, and other)



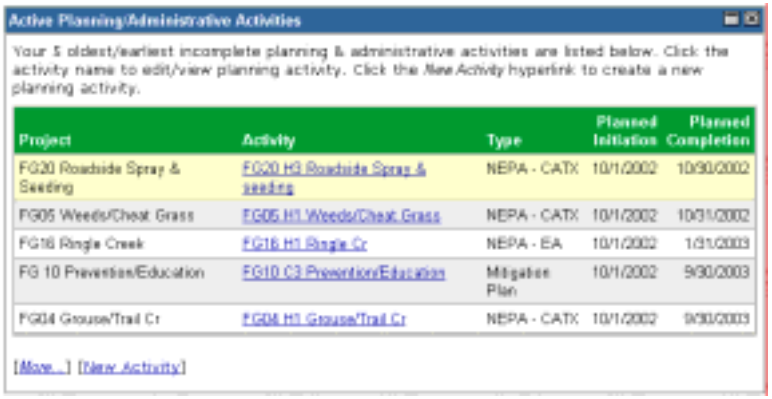
2. **Administrative Tasks** – provides a search engine and has links to all major areas of NFPORS functionality (i.e. create new project, new treatment, etc.)



3. **Active Planning/Administrative Tasks** – lists a subset of your active planning/administrative tasks (i.e. NEPA) for your organizational unit.

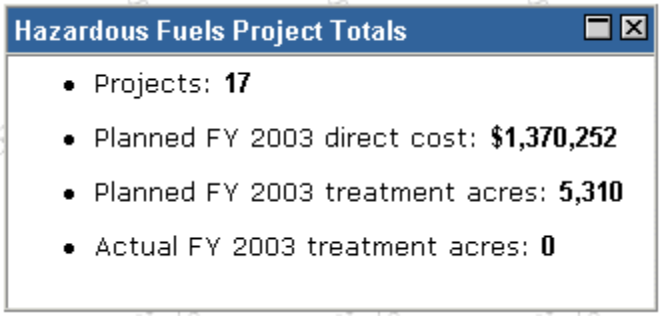
   To see all of your active tasks click the *More* link. To edit a task click on the task name.

   Click the New Activity link to enter a new planning/administrative task.



MORE ABOUT THE PORTAL PAGE – PORTLETS (CONT…)

4. **Hazardous Fuels Project Totals** – lists total accomplishments for your hazardous fuels projects.



5. **Hazardous Fuels Projects** – list a subset of your unit's hazardous fuels projects in alphabetical order. To access information about a specific project, click on the project name.

   Click the *More* link to see all your active projects. To edit an existing project click on the project name.

   Click the New Project link to create a new project.

MORE ABOUT THE PORTAL PAGE – PORTLETS (CONT…)

6. **Active Treatments/To Do List** – contains hazardous fuels treatments which have been planned but not completed for your unit. To access a specific treatment, click on the treatment name.

   Click the *More* link to see all your active treatments. To edit an existing treatment, click on the treatment name.

   Click the New Treatment link to enter a new treatment.

7. **Treatment Units** – lists treatment units (land parcels) where your organization is conducting work for hazardous fuels reduction.

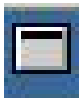
   Click the *More* link to see all your unit's treatment units. To edit an existing treatment unit, click on the treatment unit name.

   Click the New Treatment Unit link to enter a new treatment unit.

CUSTOMIZING THE PORTAL PAGE

You can customize the NFPORS Portal page to show you only the information you are interested in. This customization can be accomplished in a number of different ways. You may:

1. Minimize portlets

To minimize a portlet you may click on the minimize icon located in the upper right hand corner of the portlet. 

2. Delete portlets

To remove a portlet from the portal view, click the on the delete icon located in the upper right hand corner of the portlet.

To learn about restoring the original settings of the portal see the **Reset the portal to the standard display** section in the following pages.

NOTES:

CUSTOMIZING THE PORTAL PAGE (CONT…)

3. Reorder portlets

NFPORS allows you to customize the display order of portlets on the Portal page. For example, you could choose to have your active projects listed at the top of the page. To reorder portlets, click on the Customize Portal link in the **Administrative Tasks** portlet then:

- The Customize Portal screen will be displayed. Next, click on the Reorder portlets link.

- Select the order in which you wish to display the portlets by clicking the up and down arrows. To save your changes click the **Reorder** button. To cancel your changes click the **Cancel** button.

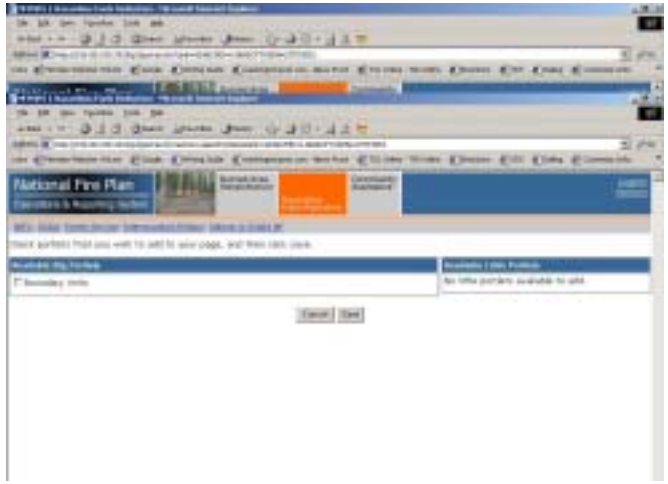
CUSTOMIZING THE PORTAL PAGE (CONT…)

4. Choose which portlets to display

NFPORS allows you to choose which portlets you wish to display on the Portal page. To select which portlets you wish to view, click on the Customize Portal link in the **Administrative Tasks** portlet then:

- The Customize Portal screen will be displayed. Next, click on the Select displayed portlets link.

- The Select Portlets screen will load. Choose which portlets you wish to display by clicking on the check boxes to the left of the portlet name and clicking the **Save** button. Click **Cancel** to cancel your changes.



CUSTOMIZING THE PORTAL PAGE (CONT…)

5. Reset the Portal to the standard display

It's easy to reset the Portal page to its original settings. Simply click on the Customize Portal link in the **Administrative Tasks** portlet.

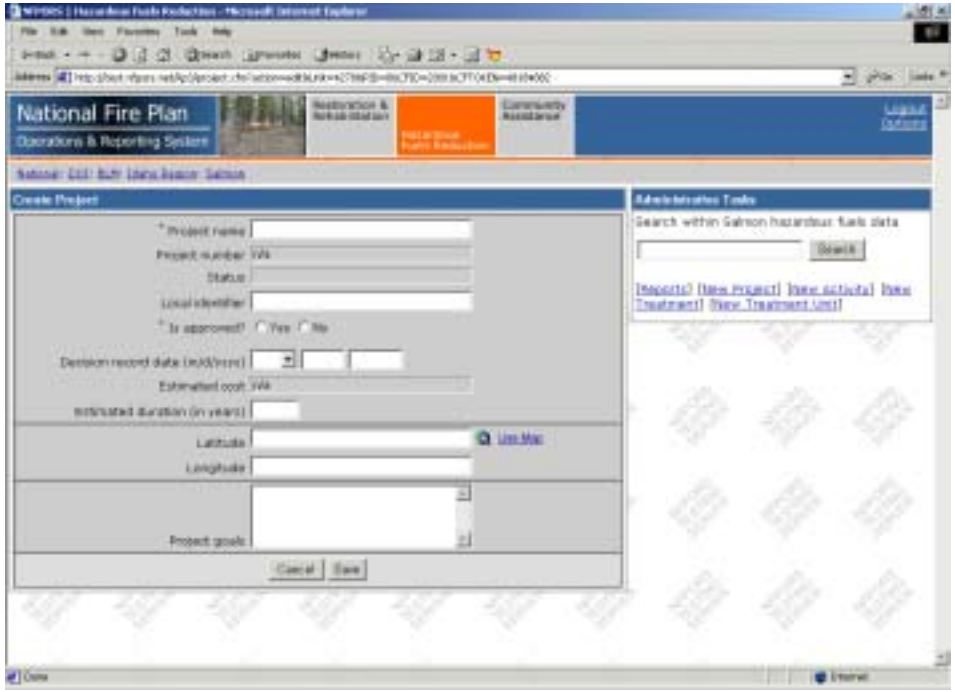
- The Customize Portal screen will be displayed. Next, click on the Reset link.

- The system will take you back to the main Portal screen and the original portal settings will be displayed. The Portal is now reset to its original look and feel.

NOTES:

CREATE A NEW PROJECT

The first step in inputting hazardous fuels information into NFPORS is to create a project. A project serves as the umbrella under which you will input planning tasks and treatments for your unit.



You as a user can decide the number of planning tasks and treatments that you wish to associate with your project. Some may choose to have only 1 treatment per project, while others may decide to incorporate a number of planning tasks and treatments for a project. The choice is yours.

1. To create a new project click on the New Project link on the portal page. This link may be found in either the **Administrative Tasks** portlet or the **Hazardous Fuels Projects** portlet.

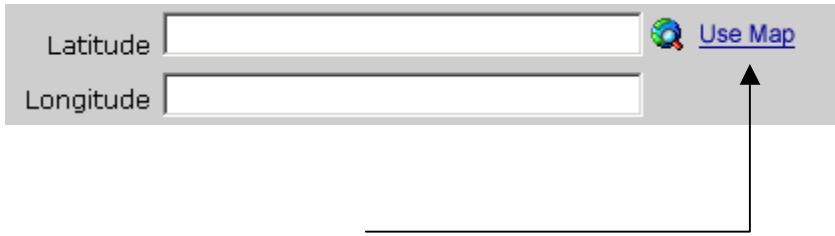
2. The screen pictured to the right will be displayed (All required fields are marked with a red asterisk *. It is strongly recommended that you complete all fields.)

3. Enter a name for the project, indicate whether or not the project has been approved, and enter the estimated duration of the project (in years)…..*continued on next page.*

NOTES:

CREATE A NEW PROJECT (CONT.)

Each project's location is identified by latitude and longitude. To assist you in identifying this information, NFPORS has been integrated with the Use Map geographic information system (GIS). By pointing and clicking on maps in Use Map you can identify the location of your project and then send this information back to NFPORS.



To identify your project's latitude and longitude you may either enter it directly into the fields *or* click on the Use Map link. To learn more about using Use Map, please see the **Using Use Map** section of the User Manual.

After you have identified the project location, enter a description of the project goals, then click the **Save** button. You have now created a new project in NFPORS!

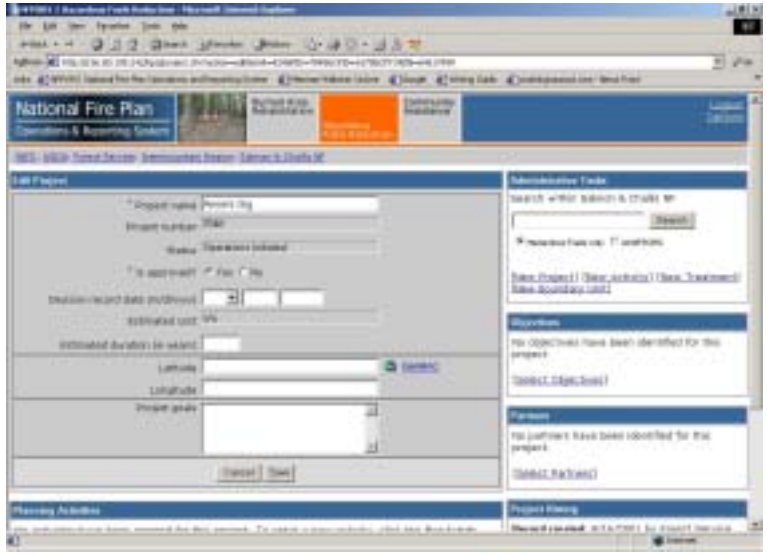
NOTES:

EDITING EXISTING PROJECTS

To edit existing project information in NFPORS, find the project's name in the **Hazardous Fuels Projects** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page** section item **#5**.)

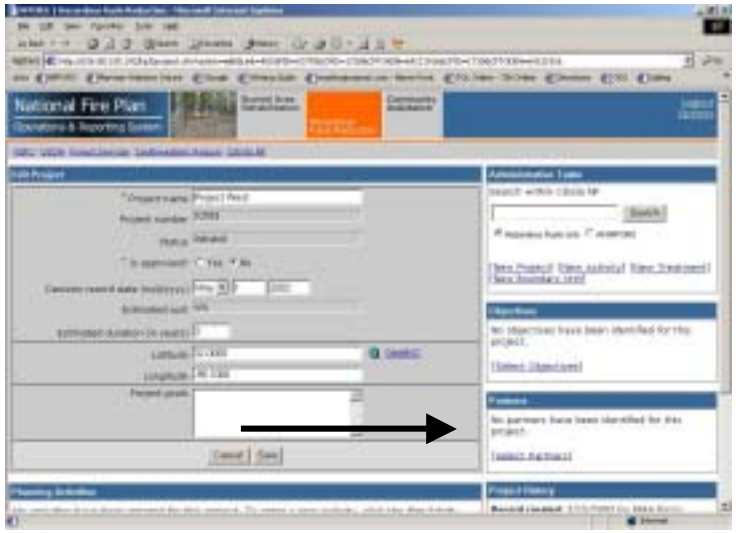
Once you have found the desired project click on the project name link. If your project is not listed in the portlet click the *More…* link to view all active projects.

This will bring you to the Edit Project screen. Edit the project information as needed then click the **Save** button. To cancel changes click the **Cancel** button.

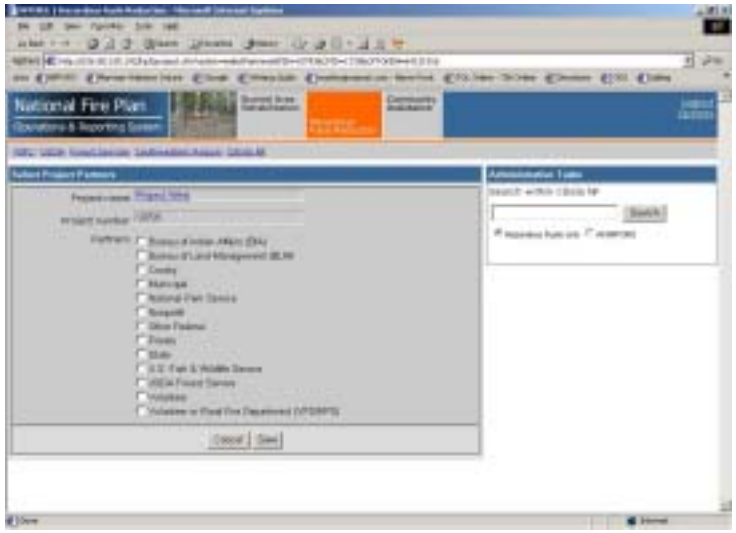


PROJECT PARTNERS

NFPORS asks you to identify any project partners that assisted in your hazardous fuels project. When you are viewing the details of an existing project (or have just created a new project), along the right side of the screen you will see the **Project Partners** portlet.



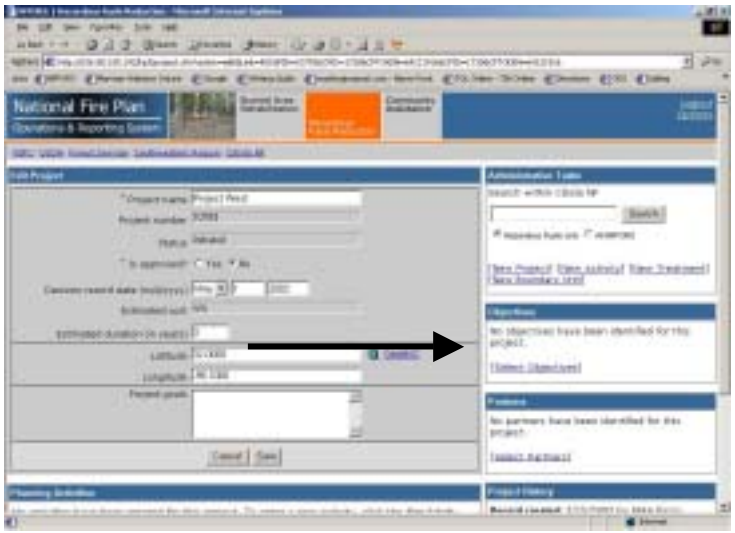
- Click the Select Partners link to identify a project partner.



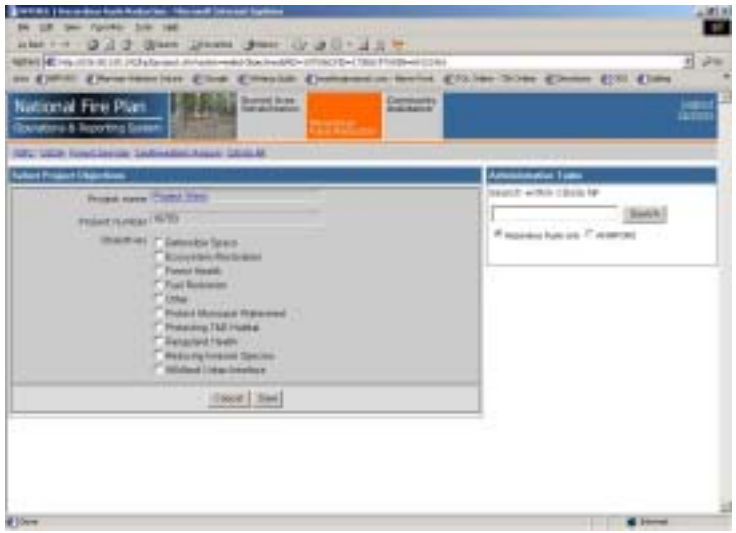
- Check the box next to the name(s) of the Project Partner(s) you wish to identify. Click the **Save** button to save your changes, or click the **Cancel** button to cancel your selections.

PROJECT OBJECTIVES

NFPORS asks you to identify the objectives you seek to attain by conducting your hazardous fuels project. When you are viewing the details of an existing project (or have just created a new project), along the right side of the screen you will see the **Project Objectives** portlet.



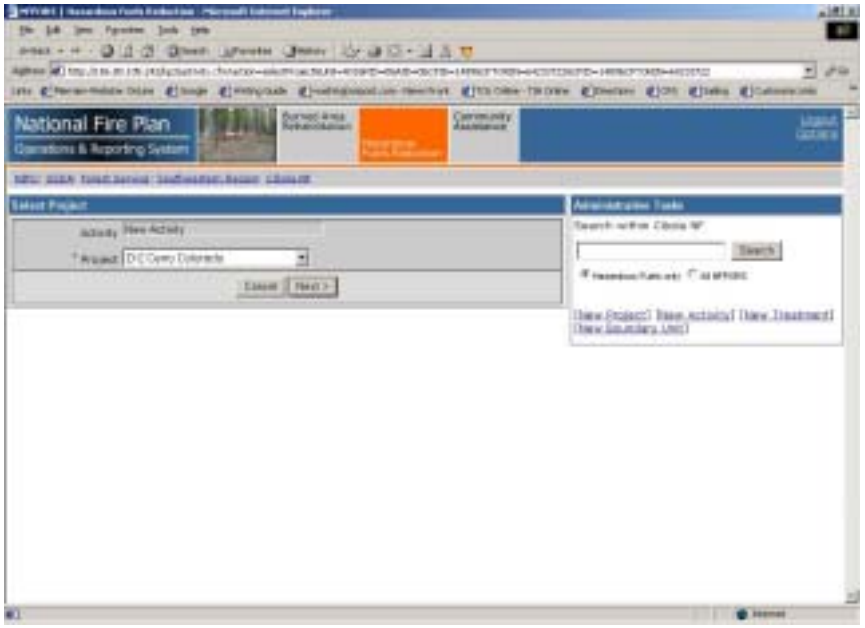
- Click on the Select Objectives link to select objectives for your project.



- Check the box next to the objective(s) you wish to identify. Click the **Save** button to save your selections, or click the **Cancel** button to cancel your selections.

ENTER PLANNING/ADMINISTRATIVE TASKS

Once you have created a project in NFPORS, you will need to describe the work you are conducting for the task. Work is broken down into two main categories. First, you will be asked to describe the planning/administrative tasks (i.e., NEPA activities) you will conduct for the project. Second, you will asked to input information about hazardous fuels treatments (e.g., prescribed fire, chemical treatments, etc.) which will be implemented. *Entering treatments is described in the **Enter Hazardous FuelsTreatments** section of this manual.*



1. To enter a new planning or administrative task, click the New Activity link. This link may be found in either the **Administrative Tasks** portlet, or **Active Planning/Administrative** portlet.

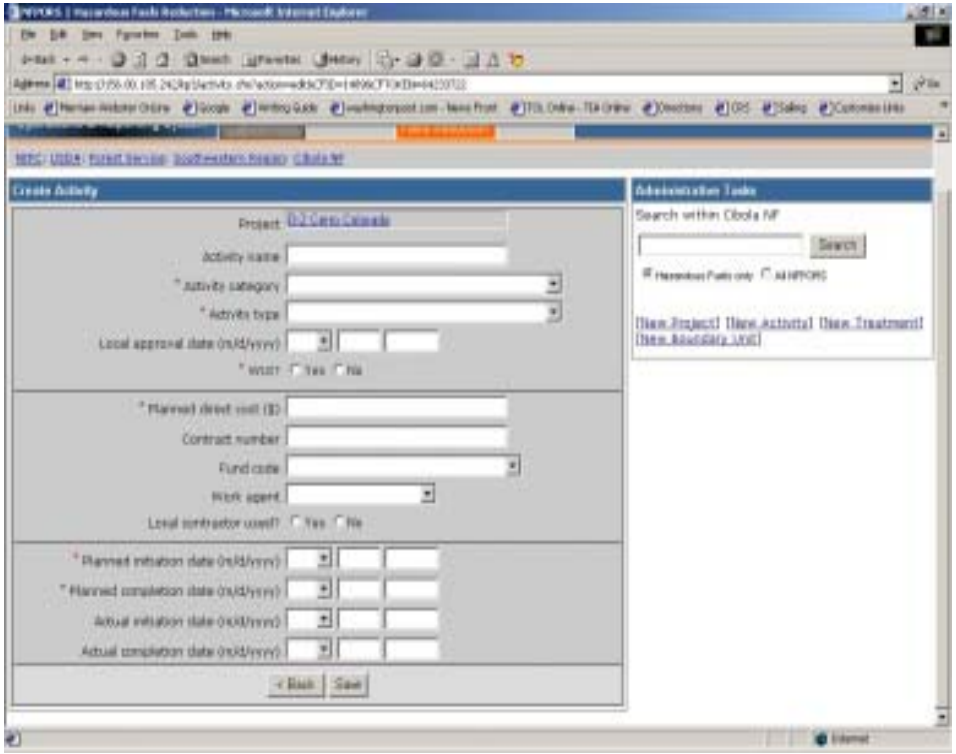
2. Select the project name for the task (i.e. select the project for which you are conducting NEPA).

3. Click the **Next** button to continue to the next step in entering a planning/administrative task…*continued on following page.*

NOTES:

ENTER A PLANNING/ADMINISTRATIVE TASK (CONT…)

To continue creating a new planning task, complete the fields listed to the right. (All required fields are marked with a red asterisk *. It is strongly recommended that you complete all fields.)



After you have finished entering data into the fields on the screen click the **Save** button. You have now created a new planning/administrative task for your project. To enter another planning/administrative task click the New Activity link in the **Administrative Tasks** portlet. To enter a treatment for your project , click on the New Treatment link in the **Administrative Tasks** portlet. (See **Enter a Hazardous Fuels Treatment** section for more information.)

If you wish cancel creation of the new task, or if you want to assign the task to a different project, click the **<Back** button.

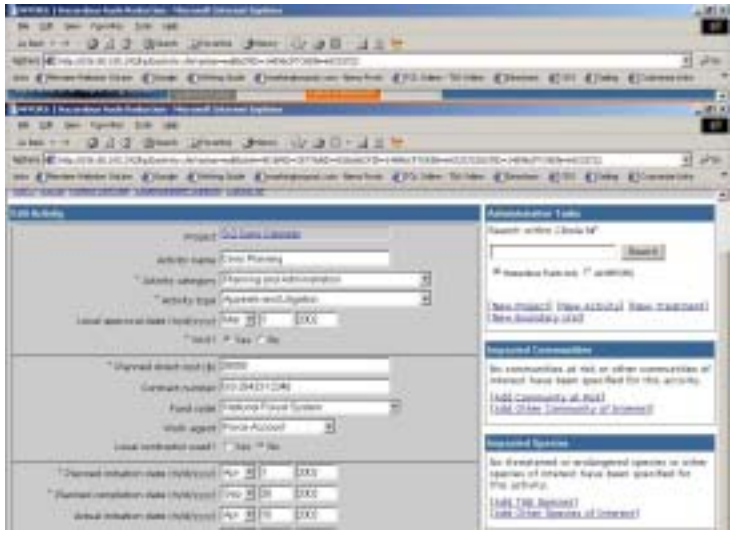
NOTES:

EDITING AN EXISTING PLANNING/ADMINISTRATIVE TASK

To edit an existing planning/administrative task in NFPORS, find the task's name in the **Active Planning/Administrative Activities** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page** section item **#3**.)

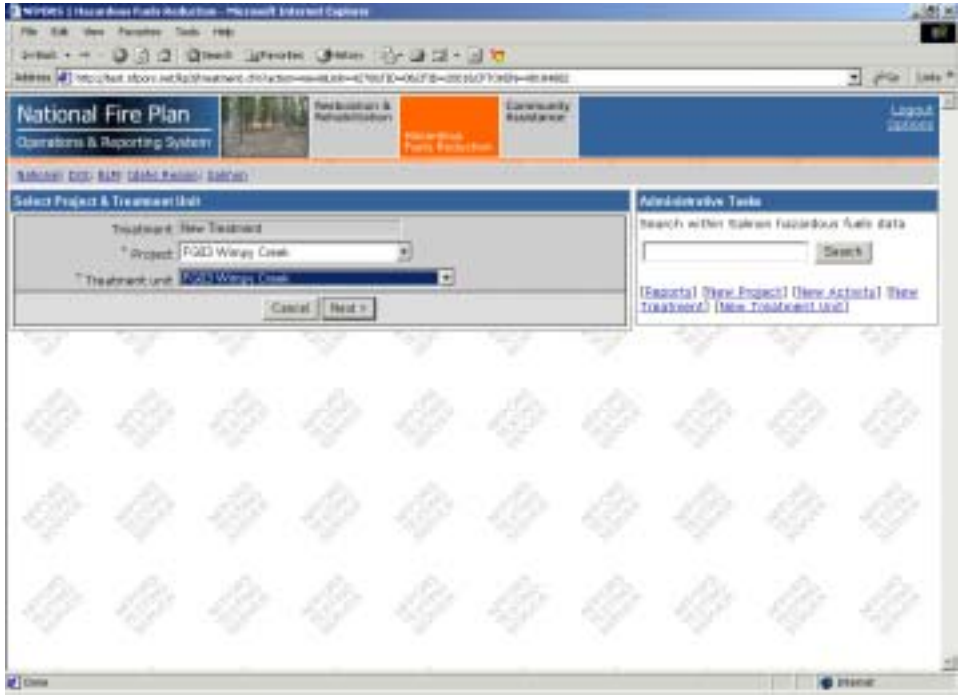
- Once you have found the desired task click on the name of the task (in the "Activity" column).

- Make the desired changes to the task record and click the **Save** button. To delete the task record, click the **Delete** button.



ENTER A HAZARDOUS FUELS TREATMENT

After inputting planning/administrative tasks, NFPORS will ask you to describe the hazardous fuels treatments implemented for your project. To input data about treatments conducted for your hazardous fuels project (e.g. fire, mechanical, or other treatments) click on the New Treatment link in the **Administrative Tasks** portlet. If you are in the main **NFPORS Portal Page** you may also find the New Treatment link in the **Active Treatments/To Do List** portlet.



1. To enter a new treatment, select the treatment's project name.

2. Next select the treatment unit (i.e. land parcel) where the treatment will occur from the drop down list.

   If you do not see the desired treatment unit on the list you will need to ***Add a New Treatment Unit***. To learn how to do this, please see the **Treatment Unit** section of this manual.

3. Click the **Next** button to continue, or click the **Cancel** button to cancel creation of a new treatment.
   Continued on next page….

NOTES:

ENTER A HAZARDOUS FUELS TREATMENT (CONT…)

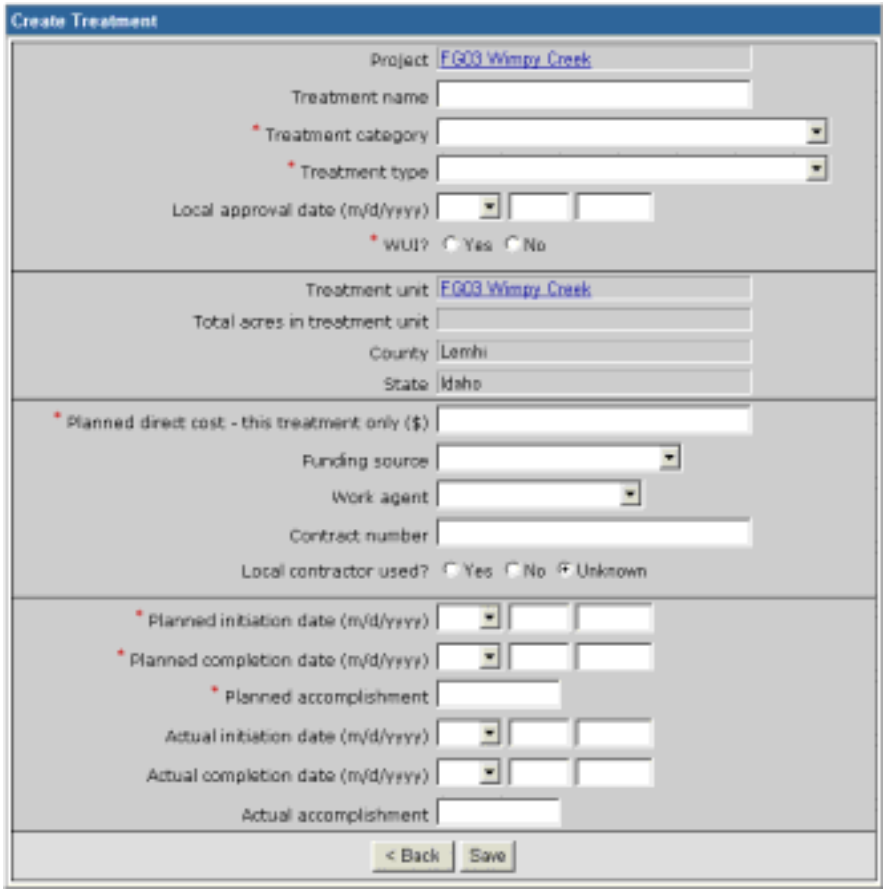
To continue entering a new treatment, complete the fields listed to the right. (All required fields are marked with a red asterisk *. It is strongly recommended that you complete all fields.)

Indicate the planned direct cost, provide contract information, and describe planned and actual work dates as well as planned and actual accomplishments (acres).

After you have finished entering data into the fields on the screen, click the **Save** button. You have now entered a treatment for your project. To enter another treatment click the New Treatment link in the **Administrative Tasks** portlet.

If you wish to cancel creation of the new treatment, or if you want to assign the treatment to a different project, click the **<Back** button.

NOTES:

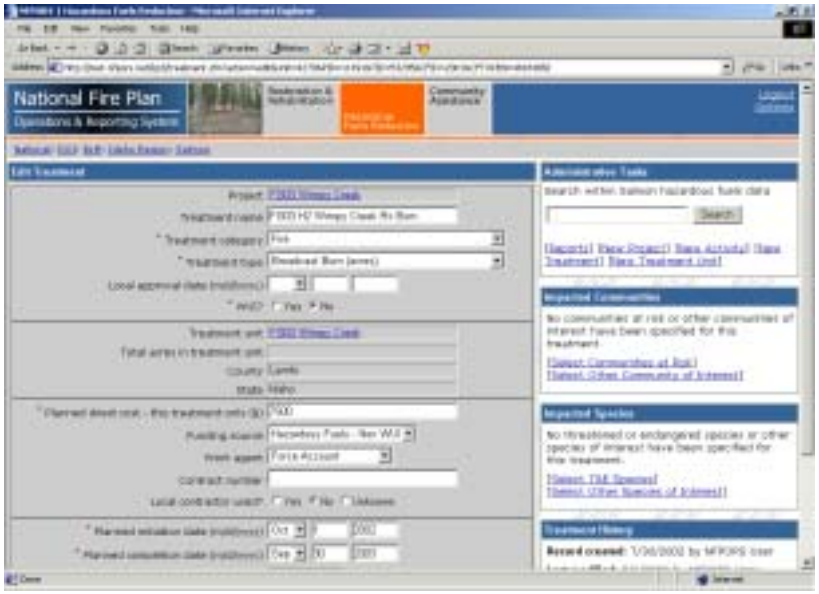


EDITING AN EXISTING HAZARDOUS FUELS TREATMENT

To edit an existing treatment in NFPORS, find the treatment's name in the **Active Treatments/To do List** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page** section item **#6**.)

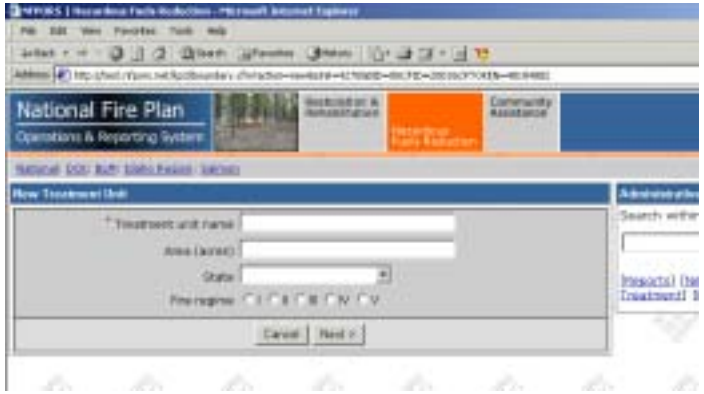
- Once you have found the desired treatment click on the name of the treatment.

- Make the desired changes to the treatment record and click the **Save** button. To delete the treatment, click the **Delete** button.



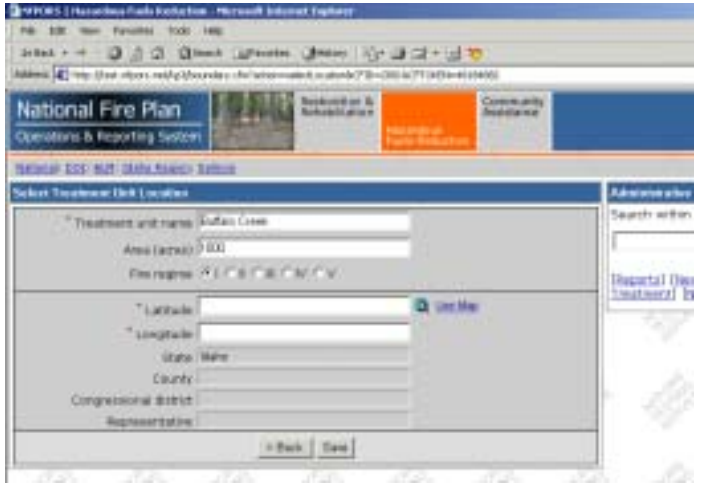
TREATMENT UNITS

Treatment units are parcels of land where one or more mechanical, prescribed fire and other treatments (e.g. chemical, biological and grazing) are uniformly applied and intended to meet the objectives of the federal hazardous fuels reduction program. This parcel may include small or insignificant islands that were skipped or protected for various reasons. For each treatment inputted into the NFPORS system, you will be asked to identify the treatment unit where the treatment occurred. It is important to note that a single treatment unit may be associated with multiple treatments (i.e. prescribed fire, mechanical, etc.). The treatment unit is used to track changes to the condition of the land over time. These changes can be tracked using the treatment unit observation feature which is described in greater detail on the following pages.



- To create a new treatment unit, click on the New Treatment Unit link in the **Administrative Tasks** portlet.

- The New Treatment Unit screen will load. Provide a name for the treatment unit, identify the number of acres contained within it, pick a State, and identify the Fire Regime. To proceed click the **Next** button, to cancel creation of a new treatment unit click **Cancel**.

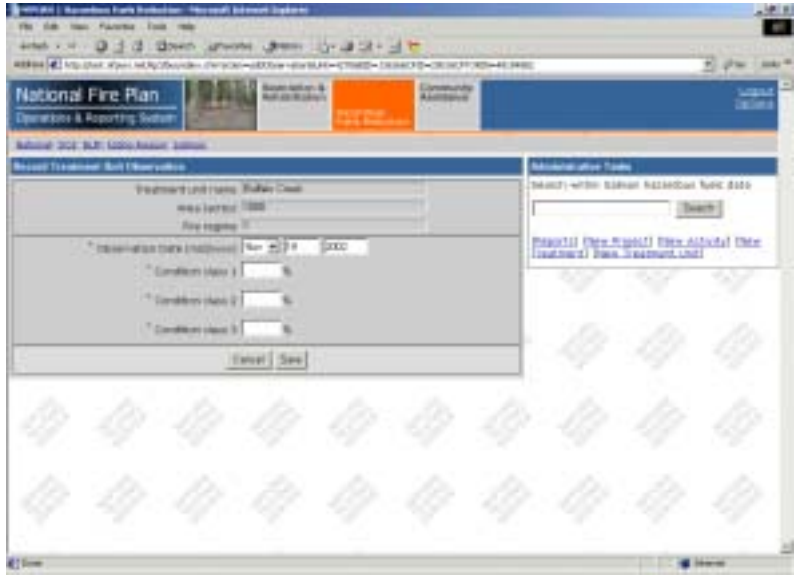


- Identify the latitude and longitude of the treatment unit. You may do this in two ways: 1) enter the latitude and longitude directly into the fields; or 2) use the Use Map link to identify the latitude and longitude via GIS maps. For more on using Use Map, see the **Using Use Map** section of the manual.

TREATMENT UNITS (CONT…)

- Once you have identified the latitude and longitude of the treatment unit click the **Save** button to save it, or click the **<Back** button to cancel creation of a new treatment unit.
- After saving the treatment unit, you need to input information about the condition class of the treatment unit.
- To input observation information, click on the New Observation link at the bottom of the Treatment Unit screen.

- NFPORS will then load the treatment unit observation screen. Input the percentage of the treatment unit acres by condition class. (e.g., 25% Condition class 1; 25% Condition class 2; and 50% Condition class 3). Click the **SAVE** button to save your inputs. Click the **Cancel** button to cancel your inputs.



USING USE MAP

NFPORS has an integrated web-based GIS mapping tool developed by USGS. NFPORS leverages Use Map tool to allow users to identify project location and treatment units via the Use Map interface. This interface allows a user to simply click on a point on a map and all relevant location information is transferred back to the NFPORS system about that location.

- You may use the Use Map link, anywhere you see the Use Map link icon.

- When you click on the Use Map link it will take you to the Use Map system. Using the GIS zoom in feature, zoom in to the appropriate location on the map.

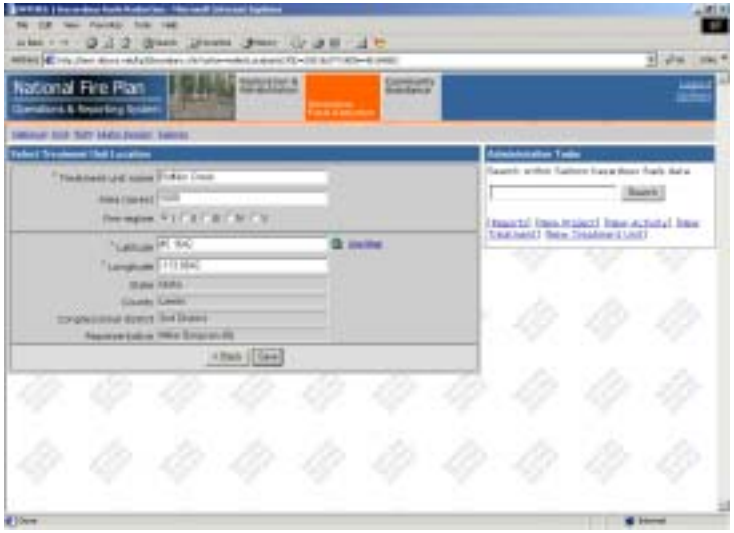
- When you have identified the exact location, click on the **Get Location** button in the bottom left hand corner of the screen. Use Map will provide the following instructions. Click **OK**.

USING USE MAP (CONT…)

- Next, click on the map to identify the location of your project or treatment unit. When you click the on the location Use Map will prompt you to confirm the location.

- Click the **OK** button to confirm the location and create a point on the map identifying the location. If you wish to cancel instead, click the **Cancel** button.

- After clicking OK, Use Map will transfer the location information back to NFPORS.



IMPACTED SPECIES

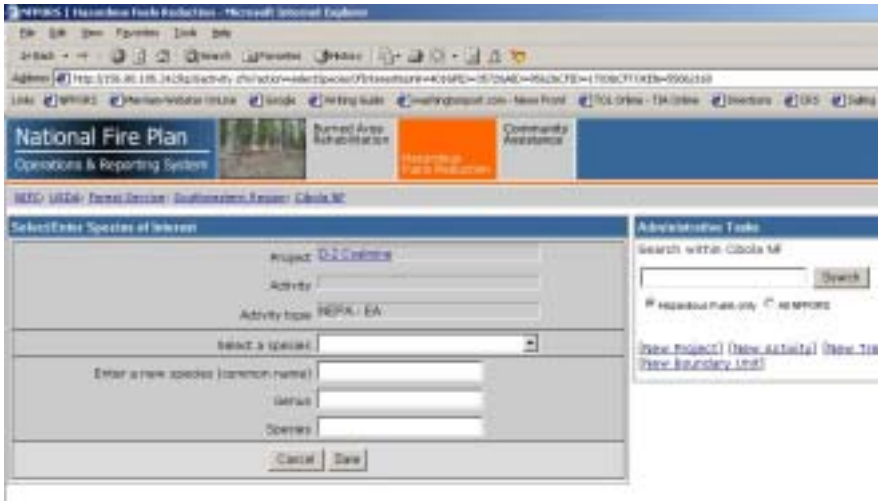
For both administrative/planning tasks and treatments, you are asked to provide information about impacted species. Impacted species includes both Threatened & Endangered (T&E) Species and Species of Interest.

To input information about impacted species, go to the **Impacted Species** portlet.

Click on the Add T&E Species link to add a T&E specie, or click on the Add other Species of Interest link to add a specie of interest.

You may enter in an impacted specie of interest in two ways.

- If the specie has been previously entered, you may select it from the drop down menu.
- If you don't see the desired specie of interest in the drop down menu, you will need to input the new species common name and its genus and species.
- Once you have selected the specie of interest, or entered a new one, click the **Save** button. To cancel your entry, click the **Cancel** button.



IMPACTED COMMUNITIES

NFPORS allows users to identify communities at risk and communities of interest that may be impacted by a planning/administrative task or treatment.

To select an impacted community go to the **Impacted Communities** portlet. Click on the Add Community at Risk link to add a community at risk, or click on the Add Other Community of Interest to add a community of interest.

COMMUNITIES AT RISK

NFPORS leverages Use Map for identifying communities at risk (CAR). Using Use Map you will draw a rectangle around the project or treatment area. Use Map will then identify any communities at risk that fall within this area. Finally, you will pick from this list the at risk community or communities that you wish to identify. The selected communities will then be transferred back to the NFPORS system.

- Click the **Select Communities >** button to go to Use Map to pick the CAR. If you wish to cancel click the **Cancel** button.

- Once Use Map has loaded click on the **Get CAR** button in the bottom left hand corner of the screen. Click the **OK** button to continue

- Next, using the mouse, draw a rectangle around the point identified on the map. After you have finished drawing the rectangle with the mouse, Use Map will identify communities at risk that fall within the area of the rectangle. Follow the instructions on the pop-up screen to choose communities at risk.

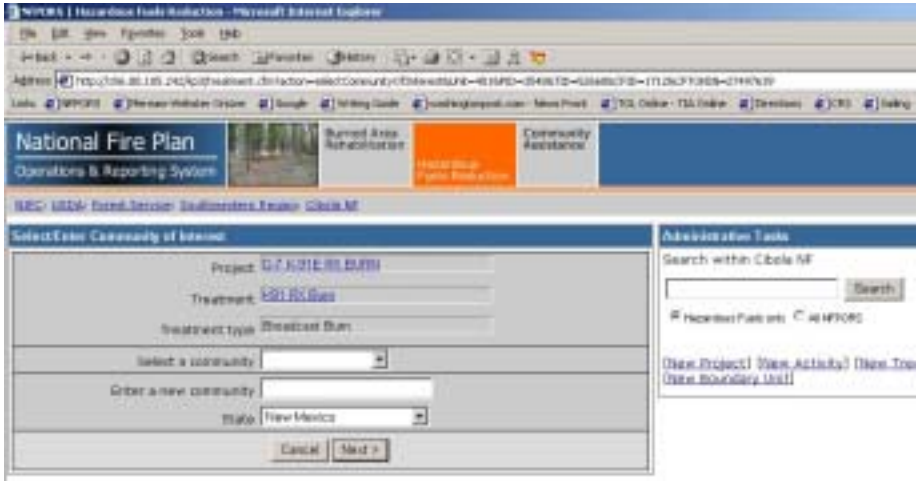
- Once you have added the communities at risk to your CAR list, click the **Submit** button. This will transfer the communities back to NFPORS. If you wish to remove the communities from your CAR list and select new ones, click the **Remove All** button.

- The community or communities selected in Use Map will then be listed in the **Impacted Communities** portlet.

COMMUNITIES OF INTEREST

You may enter in a community of interest in two ways.

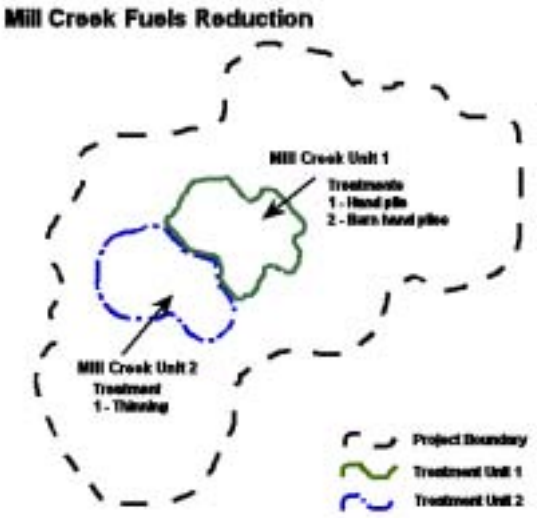
- If the community has been previously entered, you may select it from the drop down menu.
- If you don't see the desired community of interest in the drop down menu, you will need to input the community's name and select the State where the community is located.
- Once you have entered the community of interst click the **Save** button. To cancel your entry, click the **Cancel** button.



APPENDIX

DEFINITIONS OF TERMS

* identifies required fields.
† identifies system generated fields.

Term	Definition
Project Attributes	
Project	is defined by a single NEPA document and may span multiple fiscal years. A project occurs at the scale of planning. The project area is the conceptual area analyzed during this effort (see Figure to right). A project consists of planning or administrative activities and potentially treatments that are intended to address hazardous fuels management objectives. 
Project Name *	A meaningful name given to a project that identifies its location and purpose (e.g. Mill Creek Fuels Reduction).
Project Number †	A unique project identifier that is system generated.
Status †	Identifies the current project milestone and is calculated from activity and treatment information as follows: **Initiated** - no activities and treatments within a project are completed (i.e. Actual Completion Dates for all activities and treatments are blank) and one or more activity or treatment has been

Term	Definition
	initiated (i.e. Actual Initiation Date entered). **Consultation Completed** - project has completed ESA Consultation activity (i.e. Actual Completion Date is less than or equal to current date) and next milestone is not yet complete. **Decision Signed** - project has completed NEPA activity and next milestone is not yet complete. **Appeals and Litigation Cleared** - project with a completed Appeals and Litigation Activity (i.e. Actual Completion Date is less than or equal to current date) and treatments are not initiated. **Operations Initiated** - project with at least one treatment that has been initiated and at least one treatment that is not complete. **Operations Complete** - project where all treatments are complete and a with a monitoring activity that is not yet complete. **Project Complete** - project where all activities and treatments are complete.
Local Approval *	Identifies if project has been approved by the appropriate line officer that represents the organization responsible for project implementation.
Decision Record Date †	Actual completion date of the NEPA activity for the project and is system generated.
Estimated Direct Costs †	Sum of Estimated Direct Costs for all activities and treatments within the project. This number is system generated.
Estimated Duration	Approximate lifespan of the project from inception to completion measured in years.
Latitude	The angular distance measured north (positive) or south (negative) of the equator to the treatment unit center (i.e. centroid) and presented in decimal degree format (e.g. 45.1875). Reference should be to North American Datum of 1927.
Longitude	The angular distance measured east (positive) or west (negative) from the prime meridian to the treatment unit center (i.e. centroid) and presented in decimal degree format (e.g. –93.8711). Reference should be to North American Datum of 1927.
Project Goals	Brief statement(s) of the project aim to be used in project evaluation.

Term	Definition
Project Objectives	Purpose(s) of the project selected from the following list of alternatives: Defensible Space Ecosystem Restoration Forest Health Fuel Reduction Protect Municipal Watershed Protect T&E Habitat Rangeland Health Reduce Invasive Species Wildland Urban Interface
Project Partners	Identified partner(s) involved in the implementation of this project as identified by the following types: Bureau of Indian Affairs (BIA) Bureau of Land Management (BLM) US Fish and Wildlife Service (FWS) National Park Service (NPS) USDA Forest Service (FS) Other Federal Partner State County Municipal Rural / Volunteer Fire Department Nonprofit Private Volunteer

Term	Definition
Planning / Administrative Activity Attributes	
Activity	A discrete administrative or planning task (e.g. permits, consultations, and approvals) that is required to accomplish project objectives. Activities are funded, accomplished and reported by fiscal year.
Activity Name	A meaningful name given to an activity that identifies its location and purpose (e.g. Mill Creek Planning).
Activity Category *	The following designated categories for the grouping activity types: Planning and Administration
Activity Type *	Specific task within the categories identified above. Designated types are as follows: Planning and Administration Assessment Fire Management Plan Consultation - ESA Consultation - SHIPO NEPA – Environmental Analysis NEPA – Environmental Impact Statement NEPA – Categorical Exclusion NEPA – Determination of NEPA Adequacy Appeals and Litigation Monitoring
Local Approval Date	Approval date by appropriate line officer for including the activity on the annual work plan.
WUI *	Indicates that the activity is or is not associated with the planning or administration of treatments occurring within the Wildland Urban Interface.

Term	Definition
Planned Direct Costs *	The sum of all costs that can be specifically identified with the delivery of the activity. Direct costs should include the costs associated with meeting regulatory requirements, contract administration costs, cost of monitoring. Do not include overhead costs.
Contract Number	Unique identifier used by agency or bureau to track contract.
Funding Source	Identified source of funds for activity implementation selected from the following choices and are associated with specific agency or bureau categories: Hazardous Fuels – WUI Hazardous Fuels – NonWUI Wildland Fire Community Assistance
Work Agent	Indicates the responsible party for doing activity, selected from the following list: Force Account Service Contract Timber Sale Purchase Cooperative Agreement Grant Volunteer
Planned Initiation Date *	Date planned for start of the activity.
Planned Completion Date *	Date planned for the completion of the activity. Activities should not be planned to span fiscal years. Enter two or more activities as an alternative to spanning activities across fiscal years.
Actual Initiation Date	Actual start date for the activity. By definition an actual date must be less than or equal to the current date.

Term	Definition
Actual Completion Date	Actual date activity is completed. By definition an actual date must be less than or equal to the current date.
Treatment Attributes	
Treatment	A discrete treatment applied to a treatment unit that is intended to accomplish project objectives. Treatments are funded, accomplished and reported by fiscal year.
Treatment Name	A meaningful name given to a treatment that identifies its location and purpose (e.g. Mill Creek 1 Burn Hand Piles). For example you might join the Treatment Unit Name and the Activity Type together to form the Treatment Name.
Treatment Category *	The following designated categories for the grouping treatment types: Preparation for Treatment Mechanical Prescribed Fire Other Treatment
Treatment Type *	Specific hazardous fuels reduction treatments within the categories identified above. Designated types are as follows: Preparation for Treatment Miscellaneous (Acres) Miscellaneous (Feet) Miscellaneous (Each) Mechanical Chipping Crushing Hand Pile Lop and Scatter Mastication/Mowing

<table>
<tr><th>Term</th><th>Definition</th></tr>
<tr><td></td><td>Machine Pile
Biomass Removal
Thinning
Prescribed Fire
Broadcast Burn
Fire Use
Hand Pile Burn
Jackpot Burn
Machine Pile Burn
Other Treatment
Chemical
Biological
Browsing</td></tr>
<tr><td>Local Approval Date</td><td>Approval date by appropriate line officer for including the activity on the annual work plan.</td></tr>
<tr><td>WUI *</td><td>Indicates that the treatment occurs within the Wildland Urban Interface.</td></tr>
<tr><td>Treatment Unit</td><td>A treatment unit is a geographical area, or tract of land, where one or more treatments are done. Treatment Units have the following attributes:
<table>
<tr><td>Treatment Unit Name *</td><td>A meaningful name given to a treatment unit that will uniquely identify it at the administrative unit level (e.g. refuge, field office, forest). For example, it might consist of the project name and unit number from the</td></tr>
<tr><td>Acres</td><td>The gross area within the perimeter of the identified treatment unit. This area may include small or insignificant islands that are skipped or protected for various reasons. Linear treatment units, like fences, that</td></tr>
<tr><td>State *</td><td>Identifies the state that a treatment unit occurs within as identified by the location of the treatment unit centroid. State is identified by its two character, U.S. Postal Service abbreviation.</td></tr>
</table></td></tr>
</table>

<table>
<tr><th>Term</th><th>Definition</th></tr>
<tr><td></td><td>
<table>
<tr><td>State *</td><td>Identifies the state that a treatment unit occurs within as identified by the location of the treatment unit centroid. State is identified by its two character, U.S. Postal Service abbreviation.</td></tr>
<tr><td>Fire Regime</td><td>Predominant fire regime within activity area as defined in the Implementation Plan for the 10-Year Comprehensive Strategy. Fire regimes are defined by the following categories of fire frequency (return interval) and severity:
<table>
<tr><th>Fire Regime</th><th>Frequency (years)</th><th>Severity</th></tr>
<tr><td>I</td><td>0 to 35</td><td>Low</td></tr>
<tr><td>II</td><td>0 to 35</td><td>Stand Replacement</td></tr>
<tr><td>III</td><td>35 to 100+</td><td>Mixed</td></tr>
<tr><td>IV</td><td>35 to 100+</td><td>Stand Replacement</td></tr>
<tr><td>V</td><td>> 200</td><td>Stand Replacement</td></tr>
</table>
</td></tr>
</table>
<table>
<tr><td>Latitude *</td><td>The angular distance measured north (positive) or south (negative) of the equator to the treatment unit center (i.e. centroid) and presented in decimal degree format (e.g. 45.1875). Reference should be to North American Datum of 1927.</td></tr>
<tr><td>Longitude *</td><td>The angular distance measured east (positive) or west (negative) from the prime meridian to the treatment unit center (i.e. centroid) and presented in decimal degree format (e.g. –93.8711). Reference should be to North American Datum of 1927.</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><th>Term</th><th>Definition</th></tr>
<tr><td></td><td>
<table>
<tr><td>County †</td><td>County identified by location of the treatment unit centroid.</td></tr>
<tr><td>Congressional District †</td><td>The federal congressional district identified by the location of the treatment unit centroid.</td></tr>
<tr><td>Representative †</td><td>Name of the federal representative for the congressional district identified by the treatment unit centroid.</td></tr>
</table>
</td></tr>
<tr><td>Treatment Unit Observations</td><td>
Condition Class is a feature of a treatment unit that changes with time and therefore must be associated with an observation date. Condition Class is defined below. The following are attributes of Treatment Unit Observations:
<table>
<tr><td>Observation Date *</td><td>Date of observation or measurement of treatment unit feature</td></tr>
<tr><td>Condition Class 1 *</td><td>Percent of treatment unit area (Acres) that is in condition class 1.</td></tr>
<tr><td>Condition Class 2 *</td><td>Percent of treatment unit area (Acres) that is in condition class 2.</td></tr>
<tr><td>Condition Class 3 *</td><td>Percent of treatment unit area (Acres) that is in condition class 3.</td></tr>
<tr><td colspan="2">Note that the three percentages must sum to 100%.</td></tr>
</table>
Condition Class – “has been developed to categorize the current condition with respect to each of the five historic Fire Regime Groups. Current condition is defined in terms of departure from the historic fire regime, as determined by the number of missed fire return intervals – with respect to the historic fire return interval – and the current structure and composition of the system resulting from alterations to the disturbance regime. The relative risk of fire-caused losses of key components that define the system increases for each respectively higher numbered condition class, with little or no risk at the Class 1 level.” (Protecting People and Sustaining Resources in Fire-Adapted Ecosystems: A Cohesive Strategy)
</td></tr>
</table>

<table>
<tr><th>Term</th><th>Definition</th></tr>
<tr><td></td><td>
<table>
<tr><th>Condition Class</th><th>Condition Class Description [1/]</th></tr>
<tr><td>Condition Class 1</td><td>Fire regimes are within an historical range and the risk of losing key ecosystem components is low. Vegetation attributes (species composition and structure) are intact and functioning within an historical range.</td></tr>
<tr><td>Condition Class 2</td><td>Fire regimes have been moderately altered from their historical range. The risk of losing key ecosystem components is moderate. Fire frequencies have departed from historical frequencies by one or more return intervals (either increased or decreased). This results in moderate changes to one or more of the following: fire size, intensity and severity, and landscape patterns. Vegetation attributes have been moderately altered from their historical range.</td></tr>
<tr><td>Condition Class 3</td><td>Fire regimes have been significantly altered from their historical range. The risk of losing key ecosystem components is high. Fire frequencies have departed from historical frequencies by multiple return intervals This results in dramatic changes to one or more of the following: fire size, intensity, severity, and landscape patterns. Vegetation attributes have been significantly altered from their historical range.</td></tr>
<tr><td colspan="2">[1/] Current conditions are a function of the degree of departure from historical fire regimes resulting in alterations of key ecosystem components such as species composition, structural stage, stand age, and canopy closure. One or more of the following activities may have caused this departure: fire suppression, timber harvesting, grazing, introduction and establishment of exotic plant species, insects or disease (introduced or native), or other past management activities.</td></tr>
</table>
</td></tr>
<tr><td>Planned Direct Costs</td><td>The sum of all costs that can be specifically identified with the implementation of the treatment. Direct costs should include the costs associated with meeting regulatory requirements, contract administration costs, cost of monitoring. Do not include overhead costs.</td></tr>
</table>

Term	Definition
Contract Number	Unique identifier used by agency or bureau to track contract.
Funding Source	Identified source of funds for activity implementation selected from the following choices and are associated with specific agency or bureau categories: Hazardous Fuels – WUI Hazardous Fuels – NonWUI Wildland Fire Community Assistance
Work Agent	Indicates the responsible party for doing activity, selected from the following list: Force Account Service Contract Timber Sale Purchase Cooperative Agreement Grant Volunteer
Planned Initiation Date	Date planned for start of the activity.
Planned Completion Date	Date planned for the completion of the activity. Activities should not be planned to span fiscal years. Enter two or more activities as an alternative to spanning activities across fiscal years.
Planned Accomplishment	The planned quantity of work to be accomplished in whole numbers, reported in the defined units for the specified Activity Type (e.g. acres, miles or each). For prescribed fire this is usually the “firelined” acres. Actual “blackened” acres may be less (i.e. insignificant islands within the burn unit that were either not blackened due to micro aspects or protected for whatever purpose are not worth trying to calculate for Work Amount purposes). Acres protected by doing the activity are not a part of Work Amount (i.e. fuel breaks).

Term	Definition
Actual Initiation Date	Actual start date for the treatment. By definition an actual date must be less than or equal to the current date.
Actual Completion Date	Actual date treatment was completed. By definition an actual date must be less than or equal to the current date.
Actual Accomplishment	The actual quantity of work accomplished in whole numbers, reported in the defined units for the specified Activity Type (e.g. acres, miles or each). For prescribed fire this is usually the “firelined” acres. Actual “blackened” acres may be less (i.e. insignificant islands within the burn unit that were either not blackened due to micro aspects or protected for whatever purpose are not worth trying to calculate for Work Amount purposes). Acres protected by doing the activity are not a part of Work Amount (i.e. fuel breaks).